## DEPARTMENT OF THE ARMY

### HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND 102 MCNAIR DRIVE FORT MONROE, VIRGINIA 23651-1047

REPLY TO ATTENTION OF

ATCS-XS

25 January 2007

#### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 1, TRADOC Policy Letters and Delegations of Authority

- 1. This policy letter supersedes memorandum ATCS-XS, subject as above, 8 November 2006.
- 2. TRADOC policy letters.
- a. TRADOC policy letters apply to all subordinate activities, schools, and headquarters staff offices. Policy letters:
- (1) Provide policy concerning special interest areas when required by HQDA (such as equal opportunity and prevention of sexual harassment).
- (2) Communicate the highest level of command interest in areas that may or may not be covered in Army publications.
- (3) Provide an interim forum for publishing policy until it is included in the appropriate TRADOC publication. Once the policy is published within a TRADOC publication, the policy letter is rescinded.
- b. The Office of the Secretary of the General Staff, Staff Actions Division, will assign a number to approved policy letters. A complete file of all approved policy letters will be maintained on the TRADOC homepage at http://www.tradoc.army.mil/cofs/policyletters.htm
- c. Policy letters will remain in effect for 2 years from the published date. At the end of the 2 years, proponents will review their policy letters to ensure they are still valid and resubmit for my approval.

ATCS-XS

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- 3. Delegations of authority designate authority commensurate with responsibility, and reduce paperwork at higher levels for matters that can be decided at lower levels.
- a. Delegation of authority memorandums should cite the Army regulation paragraph(s), as appropriate.
- b. All approved delegations of authority will remain in effect until a change in the authorizing officials.
- 4. Enclosed is a listing of command policy letters (Encl 1) and delegations of authority (Encl 2) currently in effect at TRADOC.
- 5. Point of contact is Mrs. Caroline Whiteed, DSN 680-4116/ (757) 788-4116 or caroline.whiteed@us.army.mil.

2 Encls

WILLIAM S. WALLACE

General, U.S. Army

Commanding

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# TRADOC Command Policy Letters

Number	Subject	Proponent	Date
1	TRADOC Policy Letters and Delegations of Authority	SGS	25 Jan 07
2	Commander's Open Door Policy	SJA	5 Dec 05
3	TRADOC Ethics Program	SJA	5 Dec 05
4	TRADOC Suicide Prevention Policy	DCSPIL	5 Dec 05
5	Reasonable Accommodation Policy	EEO	5 Dec 05
6	Equal Employment Opportunity	EEO	5 Dec 05
7	Anti-Harassment	EEO	8 Jan 07
8	Sexual Assault Prevention and	DCSPIL	5 Dec 05
	Response		
9	Equal Opportunity Policy	DCSPIL	22 Dec 05
····	Consideration of Others (CO2)	DCSPIL	22 Dec 05
10	Program Policy		
11	Equal Opportunity Complaint Process	DCSPIL	22 Dec 05
12	Guidance and Restrictions on TRADOC-Funded Conferences	DCSOPS&T	4 Jan 06
13	TRADOC Civilian Leader Development Program (CLDP)	DCSPIL	7 Nov 06
14	TRADOC Family Readiness Groups (FRGs)	DCSPIL	21 Jul 06
15	Foreign Military Personnel Award Recommendations	DCSPIL	8 Jan 07
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# TRADOC Delegation of Authority

		Effective	
Subject	Proponent	Date	
Delegation of Approval Authority for			
Fort Benning Parachute Demonstration	PAO	16 Nov 05	
Team Performances	aris-		
Delegation of Authority to Approve	SJA	16 Nov 05	
Attendance of Military and Civilian			
Personnel at Private Organization			
Meetings			
Delegation of Authority for	DCSOPS&T	28 Nov 05	
Aviation-Related Waivers			
AR 385-40, Accident Reporting and	SAFETY	10 Dec 05	
Records - Delegation of Authority		- And Address of the Control of the	
Delegation of Authority, Military			
Training with Foreign Military	USAAC	22 Dec 05	
Personnel			
Delegation of Authority	DCSRM	4 Jan 06	
[administrative control of funds]	DCDIG		
Delegation of Authority	DCSRM	4 Jan 06	
[to certify annual financial report]	DODAL	1 0022 00	
Delegation of Authority to Approve	PAO	9 Mar 06	
Accompanying Spouse Travel			
Army Civilian Voluntary Leave	1-2-1-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2		
Transfer Program (VLTP) - Delegation	DCSPIL	30 Mar 06	
of Authority to Waive the Limitation			
on Donating Annual Leave			
Authority to Endorse Defense of	DCSPIL	18 May 06	
Freedom Medal Nominations			
Delegation of Article 15 Authority	SJA	2 Jun 06	
Delegation of Approval Authority for	DCSRM	7 Jul 06	
Contract Awards (AAC)			
Delegation of Approval Authority for	DCSRM	7 Jul 06	
Contract Awards (ARCIC)	(ARCIC)		
Delegation of Approval Authority for	DCSRM	7 Jul 06	
Contract Awards (CAC)		- CANADAWAY	
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